



BUILDING EVACUATION PLAN TWO CAPITOL HILL PROVIDENCE, RHODE ISLAND

REVISED 10/6/04

1. All employees must evacuate the building every time a fire alarm sounds.
2. When a fire alarm sounds all employees must immediately head for the nearest exit. Be familiar with the exit closest to your office. Exit signs are posted guide your exit from the building.
3. Be familiar with an alternate exit should the first one you approach be blocked.
4. Evacuate the building in an orderly manner. When you have exited the building keep a safe distance from it so that others may exit and emergency personnel can enter.
5. The first floor and basement level can exit at street levels. Use the exits at the side doors of the TMC that lead out to the lower parking lot or the front door that leads out to Smith Street. Exiting through the tunnel to the garage is not a safe exit in the event of an emergency. Entering the center court or "well" is also not safe and is prohibited.
6. Personnel who work on the second or third floors of Two Capitol Hill should exit through the front of the building or the parking lot side of the building. Elevators should not be used. Entering the center court or "well" is not safe and is prohibited.
7. Should an emergency take place in the parking garage there is one exit in each corner of the parking garage that will bring personnel outside of the building. Personnel should proceed to the exit that is closest to them when evacuating the parking garage.
8. A voluntary registry of disabled employees will be maintained by the Human Resources section. All disabled employees registered under the building evacuation plan will need to follow the plan listed below:
 - (a) Disabled employees are to go to designated locations ("Areas of Refuge") for their evacuation.
 - (b) Providence Fire Department Primary responder (North Main Street Fire Station) and secondary back-up unit (Branch Avenue Fire Station) will be given a list of all disabled employees assigned to each "Area of Refuge" for rescue.

- (c) A voluntary buddy system will be initiated whereby a co-worker/backup person of the disabled employee will remain at a designated "Area of Refuge" on each floor until the evacuation process is completed.
 - (d) The Providence Fire Department will assure the Department of Transportation that their first priority is to evacuate all registered disabled employees and volunteer co-workers from their assigned "Areas of Refuge."
 - (e) All members of the Health and Safety Committee are to act as fire wardens for their floors. Their duties and responsibilities are to assist in evacuation drills and in the event of an actual emergency.
- 9. Disabled individuals visiting Two Capitol Hill will be assisted should an emergency occur while they are visiting the building under the Department of Transportation's building evacuation plan. Disabled individuals must be informed of the building evacuation plan, (as well as the location of the "Area of Refuge") by the person being visited.
- 10. The Director of the Department of Transportation, Deputy Director, Human Resources Administrator, Associate Directors, and Chairman of the Department of Transportation's Health and Safety Committee will have the names of all registered disabled employees in the voluntary registry program.
- 11. The Department of Transportation's Safety Committee members are: David Sasso (Chair), x4630; Edmund T. Parker, Jr., PE, x4100; John Marchwicki, x4324; David Martone, x4227; Mike Scalzi, x4474; and Donna Francisco, x4152.
- 12. A general training session will be given to Associate Directors, supervisors, and other individuals who take an active role in the Building Evacuation Plan by the Department of Transportation's Health and Safety Committee on the building fire evacuation plan. Instruction will include proper evacuation routes.
- 13. Employees acting as Fire Wardens will be trained by the State Fire Marshall's office as to their duties and responsibilities.

14. Capitol Police will assist personnel once the occupants have exited the building.

INFORMATION ALL EMPLOYEES SHOULD KNOW

All employees should learn the exact location of the fire alarm pull stations, fire exits, and extinguishers. If you do not know these locations, please ask a member of the Department of Transportation's Health and Safety Committee.

Should you discover a fire, no matter how small, immediately activate a fire alarm. Any person discovering a fire is authorized to sound an alarm.

If you do not know how to operate a fire alarm, pull station or extinguisher, ask one of the Department's Fire Wardens, preferably the one closest to your work station.

If the fire is confined to a room, close the door to that area to keep the fire and smoke within that area, and then pull the alarm.

If you wish to register as a disabled person requiring assistance to evacuate, please contact the Human Resources Office at 222-2572 or visit Room 214.

(S) John M. Marchwicki

John M. Marchwicki
Health & Safety Officer

(S) David J. Sasso

David J. Sasso
Transportation Support Administrator